

IEEE Vendor Add Form and Substitute Form W-9 (for U.S. Persons only)

To obtain Taxpayer Identification Number (TIN) for payments other than interest, dividends, or Form 1099-B gross Proceeds

- Use this form only if you are a U.S. person (including U.S. resident alien). Non-U.S. persons use Form W-8.
- Please complete Parts 1, 2, 3 and 4 below. We are required by law to obtain this information from you when making a reportable payment to you. If you do not provide us with this information, your payments may be subject to 28% federal income tax backup withholding. Also, if you do not provide us with this information, you may be subject to a \$50 penalty imposed by the Internal Revenue Service under section 6723.
- Federal law on backup withholding preempts any state or local law remedies, such as any right to a mechanic's lien. If you do not furnish a valid TIN, or if you are subject to backup withholding, the payer is required to withhold 28% of its payment to you. Backup withholding is not a failure to pay you. It is an advance tax payment. You should report all backup withholding as a credit for taxes paid on your federal income tax return.

Part 1 – Name and Address (Please print or type)

Individual/Company Name (as shown on your income tax return):
Business name/disregarded entity name (if different from above):
Mailing address:
Payment address (if different) :

Part 2 Taxpayer Identification Number (TIN): Check the box that corresponds to your tax status and enter the required names and tax ID numbers.

<input type="checkbox"/> Individuals:	Individual Name (as shown on your income tax return)	Social Security Number (SSN)
<input type="checkbox"/> Sole Proprietors: Enter Business Trade Name below:	Business Owner's Name (as shown on your income tax return)	Must enter Business Owner's Social Security Number above and Employer ID No. below:
<input type="checkbox"/> Partnership	Name as shown on the Partnership's income tax return.	Partnership Employer ID No.
<input type="checkbox"/> Limited Liability Company (LLC) <small>Single owner LLCs must also enter the name and SSN of the business owner in the sole proprietor row.</small>	Name as shown on the LLC income tax return Check tax classification of LLC below: <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Single Owner	LLC Employer ID No.
<input type="checkbox"/> Corporation	Name as shown on the Corporation's income tax return Check tax classification: <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation	Corporation's Employer ID No.
<input type="checkbox"/> Organization Exempt From Tax Under 501(a) of the Internal Revenue Code	Name of Organization as registered with the IRS	Organization's Employer ID No.

Part 3 Exemption: If exempt from Form 1099 reporting, check here and check the qualifying exemption reason below: ☐

Corporation, except there is no exemption for medical and healthcare payments or payments for legal services.
Tax exempt Charity under 501 (a) or IRA
The United States or any of its agencies or instrumentalities
A state, the District of Columbia, a possession of the United States, or any of their political subdivisions
A foreign government or any of its political subdivisions
Other _____

Part 4 Certification: Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. citizen or other U.S. person (including a U.S. resident alien).

Certification instructions: You must cross out item 2. above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2. does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature of U.S. person: _____ Date: _____

For IEEE Staff and Volunteer Use only: Staff contact name and tel #: _____ Supplier Number: _____ Site: _____
(Only IEEE Staff can submit this form directly to IEEE Strategic Sourcing)
Briefly describe the purpose of the payments: _____